

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]

Subject: Professional Referral Request: Commercial Property Sale

Dear [Recipient Name],

I hope you are having a productive week.

I am writing to you because of your extensive network and influence within the local business community. As I continue to expand my focus on commercial real estate sales, I am looking to connect with property owners or investors who may be considering selling their commercial assets in the near future.

If you know of any colleagues, clients, or associates who are looking to list a commercial property-whether it be office space, industrial, retail, or multi-family units-I would greatly appreciate a professional introduction. My goal is to provide them with a comprehensive market analysis and a strategic plan to maximize their investment return.

I value the relationship we have built and assure you that anyone you refer will receive the highest level of professional service and confidentiality.

Thank you for your time and for keeping me in mind. I look forward to hearing from you soon.

Best regards,

[Your Signature]

[Your Printed Name]